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TO: REGULATIONS CONTROL STAFF, 101

CONCURRENCE SHEET

PROPOSED ISSUANCE: R  Signal Center Archives

Draft B dated 9 November 1955

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution

1 December 1955

COMMENT

1. It is our understanding that access to cables in the Signal Center is not limited to persons authorized in writing by the appropriate Deputy Director or Operating Official. Instead, the limitation is placed upon persons who may authenticate a request for reference service, the assumption being that such an authenticating officer should be qualified to judge whether the person requesting access to cables is entitled to such service. We therefore recommend that the first paragraph under "Policy" be worded as follows:

Access to cables in the Signal Center Archives is limited to personnel whose requests for Archives reference service have been authenticated by officials authorized in writing by the appropriate Deputy Director or Operation Official.

2. To follow up this policy statement with an implementing procedure, we further recommend that the first paragraph under "Procedure" be worded as follows:

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Written authorizations for officials to authenticate requests for Signal Center Archives reference service shall be submitted to the Chief, Signal Center. A specimen signature of each official so authorized shall be included in the memorandum.

3. In addition to clarifying the policy on who may have access to cables, the statements recommended above will provide for the simultaneous submission of authorizations and specimen signatures to the Signal Center. Thus a separate memorandum transmitting specimen signatures will be eliminated. This procedure will also make possible the use of proposed Form No. 725, Designation or Revocation of Authority, which proposed R ☐ will establish as a standard form for reporting and recording authorizations and signatures. However, we do not anticipate that this regulation will be published for several months.

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